

STATE MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, ALABAMA NATIONAL GUARD
1720 CONGRESSMAN WILLIAM L. DICKINSON DRIVE
P. O. BOX 3711
MONTGOMERY, ALABAMA 36109-0711


ALJ1-HRO-SEEM

4 January 2010

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Anti-Harassment Policy

1. Title VII of the Civil Rights Act of 1964 and all of its amendments prohibit harassment of an employee based on race, color, sex, religion, or national origin. The Age Discrimination in Employment Act (ADEA) prohibits harassment of employees who are the minimum age of 40 or older on the basis of age and the Americans with Disabilities Act (ADA) prohibits harassment based on disability. All of the anti-discrimination statutes enforced by the Equal Employment Opportunity Commission (EEOC) or covered by regulations prohibit retaliation for complaining of discrimination or participating in complaint proceedings. I am committed to having a healthy, harassment-free workplace.
2. Harassment is any unwelcome verbal or physical conduct based on one of the protected bases that is so objectively offensive as to alter the conditions of the victim's employment.
3. Any allegation of harassment will be taken seriously and dealt with swiftly. Consequences of substantiated harassment can include: oral or written warning or reprimand; transfer or reassignment; demotion; reduction of wages; suspension; discharge; training or counseling of harasser to ensure that s/he understands why his or her conduct violated the anti-harassment policy; and monitoring of harasser to ensure that harassment stops. Examples of measures to correct the effects of the harassment includes: restoration of leave taken because of the harassment; having record expunged of negative evaluation(s) in employee's personnel file that arose from the harassment; reinstatement; monitoring treatment of employee to ensure that s/he is not subjected to retaliation by the harasser or others in the work place due to their complaint; and correction of any other harm caused by the harassment (e.g., compensation for losses).
4. Employees have the responsibility of treating others with dignity and respect. Also, employees are encouraged to report harassment before it becomes severe or pervasive. Procedures for filing complaints of harassment are posted on the technician bulletin board at each unit, on the HRO website and are found in National Guard Regulation (NGR) (AR) 690-600/NGR (AF) 40-1614, National Guard Civilian Discrimination Complaint System, 15 Mar 93.
5. Point of contact for questions or assistance is, State Equal Employment Manager (SEEM) (334) 271-7215 or Equal Employment Specialist, DSN 363-7215, and (334) 271-7217 or DSN 363-7217.
6. This policy letter supersedes ALJ1-HRO-SEEM, 7 Jan 09, Subject: Anti-Harassment Policy and will be posted in the permanent section on all technician bulletin boards located at each unit, the Human Resources Office, the EEO Office and on the HRO website.


ABNER C. BLALOCK
Major General, ALARNG
The Adjutant General